

CITY OF SANTA MARIA



REQUEST FOR PROPOSALS FOR CUSTODIAL SERVICES

ADDENDUM NO. 1

ITEM NO. 1 - IDENTIFIED AS ADDENDUM NO. - 1 -, DATED 08/05/20:
REQUESTS FOR INFORMATION: Questions and Answers

ITEM NO. 2 - IDENTIFIED AS ADDENDUM NO. - 1 -, DATED 08/05/20:
REPLACE PAGE 15, IN ITS ENTIRETY, REVISIONS (in red text)

ISSUED ON AUGUST 5, 2020

Issuing Office:
City of Santa Maria
Public Works Operations
810 W. Church Street
Santa Maria, CA 93458

	Question	Response
1	I was asking for a copy of the actual/ current contract agreement. Can you send it to me?	Attached is a copy of Purchase Order 56518, for janitorial services, for July 2020.
2	Can we get a floor plan for each building?	The RFP process required mandatory walk-throughs mandatory to provide all potential bidders with applicable knowledge of the facilities. We will not be providing facility floor plans.
3	Who is/are the current contractor/s and what are the contract amount and terms?	Refer to Question 1.
4	Can we get the list of bidders?	We do not have a list of bidders.
5	Can we get the square footage for each building?	<p>City Attorney/Code Enforcement: 6,154 square feet.</p> <p>Waste Water Treatment Plant: Two buildings, 11,844 square feet.</p> <p>Santa Maria Regional Landfill: 10,396 square feet, which includes the Landfill Fleet Shop.</p> <p>Santa Maria Public Library: 60,000 square feet.</p> <p>Orcutt Library: 4,370 square feet.</p> <p>Guadalupe Library: 2,000 square feet.</p> <p>Transit Center: 2,410 square feet.</p> <p><i>Please note: The square footage reflects the entire building and is not the square footage of the required cleaning areas.</i></p>
6	Consumables monthly inventory list (hand soap, seat covers, toilet paper and hand towels)	The city does not have this information. All cleaning materials shall be furnished by contractor and inclusive with monthly janitorial cost.
7	Consumables monthly cost (hand soap, seat covers, toilet paper and hand towels)	Refer to Question 6.
8	What is the minimum hourly wage in Santa Maria, CA (2020, 2021, and 2022)?	Minimum wage in California is consistent with state law. Santa Maria does not have a separate, local minimum wage.

9	I'm putting together our bid and noticed that on page 15 section 2.11 item f refers specifically to paragraph 1.21 which does not seem to exist. Can you advise?	Refer to item No. 2 of the addendum for a revision to the Request for Proposals for Custodial Services.
10	What are the current daily duties for the Library. With minimal occupancy and no public access do we follow Exhibit E.	Due to Library closures, the duties at the Main Library have fluctuated indefinitely and have decreased their daily duties to take place on Monday, Wednesday and Fridays. When preparing proposals, please follow all guidelines listed on the RFP, including Exhibit E.
11	There are a variety of multiple different washroom and lavatory supplies and dispensers throughout the facilities. Would the City authorize converting to a universal program from one vendor?	Yes.
12	Can you please provide the number of toilet paper cases being consumed at each location? How many rolls per case?	Refer to Question 6.
13	Are we responsible for refilling the Purell hand sanitizer dispensers?	No.
14	Can we revisit the facilities by appointment if necessary? Who would we contact to do so?	If needed, revisits will be held on Tuesday, August 11, 2020, by appointment only. To schedule an appointment, you may call Public Works Operations at (805) 925-0951, ext. 2137.

Note: Like-questions may have been consolidated where appropriate.

All proposals must include a statement that proposals are valid for a minimal period of sixty (60) days subsequent to the submission deadline.

2.1 Contract Incorporation

Proposer should be aware that the City of Santa Maria’s attached “agreement”, including its insurance requirements and all other terms and conditions, are a part of these Bidding Documents, should be considered by the Contractor in making their proposal, and shall become the actual contract document upon award. The terms and conditions defined in Section 3 of this RFP are to be used as a basis for a contemplated contract. Any modifications to this recommended sample contract will require prior negotiations and approval of the City. Failure of a proposer to accept this obligation may result in the rejections of its proposal or cancellation of any award. Any damages accruing to the City as a result of a proposer’s failure or refusal to execute a contract with the City, if awarded the contract, may be recovered from the Contractor. The requirements of Request for Proposals Dated *****JULY 14, 2020,*****, on file at the Department of Public Works – Operations, 810 West Church Street, Santa Maria, CA 93458, are hereby incorporated by reference.

2.2 Negotiations

The City of Santa Maria reserves the right to negotiate all elements which comprise the proposal to ensure the best possible consideration for all concerned.

2.3 Proposal Format

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit a complete proposal in the required format shall be considered non-responsive.

- A. Letter of transmittal
- B. Table of contents
- C. Project understanding
- D. Scope of work
- E. Relevant experience with professional references
- F. **Proposed Financial Details of program, including Exhibit D. Please see specifically Paragraphs ~~4.24~~ 1.12, 2.3T, 2.3U and 2.9.**

